

WEBVTT

1 "Christina Chiappetta" (653743872)

00:00:03.689 --> 00:00:23.689

Hello everyone. Coordinator for the New York State DEC, and today I'm going to lead us through a walkthrough of how to complete the interim progress certification form. A couple of notes here, there is NO hard copy version of the interim progress certification. If you're interested in viewing the content of the form, you can do one.

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00:00:23.689 --> 00:00:39.840

Like two things refer to the items within, do within six months of the effective date of permit in the compliance items summary tool which is located on our MS four toolbox page or you can sign into end form, and just scoot your way through the form that way to view the content.

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00:00:39.840 --> 00:00:59.250

In order to complete the interim progress certification, you will need your electronic notice of intent submission number. The electronic notice of intent submission number can be found either on the electronics notice of intent certification form or once in and form on the submission overview page for that, for that ENOI.

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00:00:59.250 --> 00:01:19.250

And last note here before I get going is if you would like someone to receive emails from me about the MS four general permit, please consider adding them to your, the contact information on the interim progress certification form. I use these contacts as they are the most up to date and a lot of the contacts from the.

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00:01:19.250 --> 00:01:33.990

Notice of intent I am already getting bouncedbacks for those, so just keep that contact information up to date and that can help with getting some emails from me. That said, I'm gonna start going through the interim progress certification. So.

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00:01:33.990 --> 00:01:50.700

What we have here, I'm just on the MS four general permit page. Let me make sure all this is out the way. The MS four general permit page on the DEC website, and I'm gonna scroll down to where I see my form section on this page.

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00:01:50.700 --> 00:02:10.700

And ignore the fact that this says pending once I get those video posted and everything updated, the website will also be updated. But you're gonna scoot down here to the DEC online forms login. You'll see what I passed over are the certification form and the duly authorized

representative form. Both of these forms are linked inside of the interim process.

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00:02:10.700 --> 00:02:27.960

Progress certification, they need to have a home on our webpage in order to link them effectively, but these are the forms these forms will show up in that, in the interim progress certification. So I'm gonna click on my DEC forms link and then I'm going to click on informed login. And here's where I will sign in.

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00:02:31.650 --> 00:02:51.650

Make sure Wonderful. So the next step here is to find the form. I'm gonna click on form finder and I like to.

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00:02:51.650 --> 00:03:06.600

Just type in MS four. All the forms for MS four will show up. The form of interest for today is the interim progress certification that that one that is going to be made up of the six month requirements.

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00:03:06.600 --> 00:03:26.600

And like I mentioned previously, the, you need your electronic notice of intent submission number to start this form. That submission number can be found in one of two locations listed here. I am using a fictitious, a fictitious excuse me, municipality to complete my form, so you'll see I have a.

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00:03:26.600 --> 00:03:37.020

Fictitious certification form from, again, the fictitious electronics notice of intent, so I'm gonna copy out the E submission number here.

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00:03:37.020 --> 00:03:55.080

And I'm gonna paste it in here and I'm gonna begin the entry, begin the form. My fictitious municipality is big city, and the permit ID is 000 at the end here of the permit identification number.

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00:03:55.080 --> 00:04:15.080

The reason to use that E ENOI submission number to, to trigger the beginning of your form is because now a lot of the information in the beginning is pre populated. A lot of the contact information right off the rip, you do not have to type it in. However, that said, and as I mentioned, if you have someone that NO longer works for your music.

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00:04:15.080 --> 00:04:20.790

Quality or your entity, please adjust that contact information appropriately.

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00:04:20.790 --> 00:04:40.790

I, my victitious municipality is a city, so I'm gonna click on city here as it is a traditional. Also, if that was entered incorrectly on the notice of intent, you have the option here to change it. I have here my ranking official included and then also my report prepare. What I do need to include here is the stormwaterpro.

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00:04:40.790 --> 00:04:46.949

Program coordinator, so I'm just gonna do Stormwater Program coordinator and I'm going to include.

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00:04:46.949 --> 00:05:03.629

The phone number and their email. Wonderful. And at the bottom here I'll click the next. What you'll notice is largely throughout this.

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00:05:03.629 --> 00:05:19.319

Form, it's consisting of yes, NO, and not applicables. Those are the ways that you will answer these questions. If you answer something yes, then you can move on to the next question. There might be some conditional questions that pop up in response to your.

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00:05:19.319 --> 00:05:35.189

Your your answer and I'll go through a couple of those examples. If you say NO, then a comment box for why you say NO will pop up. The same kind of comment box will show up when you click not applicable. I'll go through a couple of those scenarios here. For.

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00:05:35.189 --> 00:05:55.189

The purposes of this overview, I'm going to click yes a lot just to scoot through a lot of these questions. The questions do go in order of the permit. They also go in order of that compliance item summary tool. So I clicked yes on all of those things. Parts one through five is now complete. I will click on the next section. Part six and seven.

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00:05:55.189 --> 00:06:04.079

Through here, the questions are the same, so they're not broken out into separate sections. The citations are used throughout all the questions as well.

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00:06:04.079 --> 00:06:21.659

Again, I'm gonna use yes for a lot of these just to facilitate this process. What I am going to say not applicable to and what might actually show up for some of the smaller villages around the state is has a construction site inventory been developed?

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00:06:21.659 --> 00:06:37.439

I'm gonna say not applicable here and the reason again for me to say that with regards to our smaller villages is that it's possible that they do not have any construction activity occurring, in which case you would say, No construction activity.

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00:06:37.439 --> 00:06:56.189

Okay, and leave it there. That would be your comment. I'm gonna scoot through some of this, like I mentioned. If you would like to add any comments at the bottom, you're welcome to do so. It's not a required field, but if you have any narrative information you want to include, that is up to you.

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00:06:56.189 --> 00:07:16.189

Go to the next section here. Now this is part eight requirements and where some of our conditional questions pop up. Do you have any discharge to impaired water listed in appendix C? Yes or NO? So I'll click NO 1st. If NO, you'll notice NO further questions pop up. But if yes, it asks you a subsequent question. For.

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00:07:16.189 --> 00:07:20.729

Are you interested in.

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00:07:20.729 --> 00:07:40.729

Or excuse me, not interested in. For which pollutants of concern do you discharge two based on those impaired water bodies that you discharge to in appendix C So we'll say here I, maybe I discharged to phosphorus and only phosphorus impaired water bodies, then you would just click phosphorus and answer the questions below. If you discharge two water body.

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00:07:40.729 --> 00:07:57.149

Is different water bodies all for different pollutants of concern, you would click on all of the pollutant of concern that are applicable, and then you'll see each section that pops up here based on what you've checked above. For this, I'm just going to say we have.

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00:07:57.149 --> 00:08:17.149

Yes and phosphorus, and then I'll say yes again here. And now I'm going to go to part nine. Part nine is again our TMDL water bodies that are in the MS four general permit. Those water, those TMDL watersheds that we're concerned about are listed in table three of the general permit.

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00:08:17.149 --> 00:08:36.299

And again, do you discharge to any of those tmdls? Yes or NO? If NO, nothing else to answer here. If yes, then you're going to now answer a few more questions. Stipulate which TMDL you discharge within. I'll pick

greenwood Lake for now, and then you'll answer questions specific to that TMDL watershed.

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00:08:37.529 --> 00:08:57.529

Again narrative space here below if you'd like to fill that in. Going to go to the next section here. This is called the compliance Schedule Review page section of this form, and this is really how the interim progress certification will show up, I'll say in the future for those, those in between times. We won't.

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00:08:57.529 --> 00:09:12.509

I want to make sure that you're looking at the future things that are coming at future compliance deadlines and paying attention to those things. The 1st section here is all about things that are due within one year of the effect of data coverage. That compliance time frame has not yet.

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00:09:12.509 --> 00:09:27.719

Arrived, but you'll fill out, where you are with those items, and I can just say, for now, I'll just say not started down the line. These are also broken out part six and seven here.

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00:09:27.719 --> 00:09:43.559

And then these are part eight questions, part nine questions here. For this one I'll say not applicable just to show you a little variety here. Clarify the reason for not, for anything in this table that's not applicable, and you say, do not.

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00:09:43.559 --> 00:10:03.559

Discharge to these TMDL watersheds. The next section here is just about for each of the subsequent years of the permit, have you reviewed the compliance items due? 1st one's about two years, three years, four years, five years. And again, you'd answer those.

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00:10:03.559 --> 00:10:20.159

As as you deem appropriate. For this, I'll just for this example, I'll select NO here that I haven't reviewed the items to do within five years, and have you reviewed compliance items that need to be done routinely? I'll say yes. For anything of the above, you'll include.

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00:10:20.159 --> 00:10:39.269

Why or why why you have not reviewed it. So I selected NO for those doing it five years, have not done work planning out that far. And something like that. Again, more space for narrative information.

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00:10:39.269 --> 00:10:59.269

I'll go to the next section here, the, this is the last section before the review and the certification, I do wanna take a minute just to walk through this process. So you'd select 1st if you are or not the elect ranking elected official or principal executive officer. Yes or.

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00:10:59.269 --> 00:11:05.309

No, if yes, you'll see here that the certification form will pop up.

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00:11:05.309 --> 00:11:21.419

When you get to this, the spot, you would include your information. This certification form is very similar to the one used for the notice of intent. I've reformatted it a little bit just for ease of use and organization.

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00:11:21.419 --> 00:11:41.419

There was a little bit of a glitch with the certification form just last week that I have now resolved. If you are having any issues, please let me know. My permit number for big city is 000. The E submission number here, this is the E submission number for the interim progress certification. So I'm gonna come up here.

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00:11:41.419 --> 00:12:00.659

Here, at the top left hand side, it says submission, and I'm gonna copy that number at the top there, and I will paste it in here. I would then save this form down and upload it here. If I'm not the ranking official official I would select NO.

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00:12:00.659 --> 00:12:20.659

In this case, the certification form still needs to be completed, but also needs to be supplemented with some type of duly duly authorized author or duly authorization excuse me, duly authorized representative authorization. There are two options to do that. You have the duly authorized rep.

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00:12:20.659 --> 00:12:37.109

Representative form linked here and again also on the main page or you can submit written authorization. There's NO requirement to use the form. We just need something in writing. If the form is easier for you, that works for us. Clicking on the form here, you would include the relevant information.

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00:12:37.109 --> 00:12:57.109

And then also the name of the person, who you're giving the ability to sign on your behalf. If you have multiple people who you'd like the, that you want to have the ability to sign on behalf of the ranking elected official or principal executive, you may want to take this and adapt it for the.

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00:12:57.109 --> 00:13:05.249

Those needs. You might want to take this section and duplicate it multiple times again in some kind of written format. You then save that down.

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00:13:05.249 --> 00:13:25.249

And attach it here. The next section is the review section where you can see all the information that you've included along the way, all the answers to all of your questions. You can double check them here, and you'll see that it already notified me here that I'm missing my certification form, my delete.

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00:13:25.249 --> 00:13:35.699

Do the authorized representative form or written authorization. And then the last step is to certify and submit. I'm not going to do that just because I don't want some kind of fictitious.

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00:13:35.699 --> 00:13:55.596

Form being submitted through our system, once a form is submitted it is part of our record. If you have any questions, please feel free to reach out. Thank you so much.